

# **MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL**

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<b>Policy Subject: Workstation and Portable Computer Care</b>	
<b>Policy Number: CUP 08</b>	<b>Standards/Statutes: ARM 37.27.120</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

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## **PURPOSE:**

Users of computer equipment belonging to the Montana Chemical Dependency Center should care for their computer equipment and take steps to protect that equipment from physical harm. The protection of computer equipment is fairly simple and is necessary for reducing the workload on computer maintenance personnel and in keeping operating costs to a minimum.

## **POLICY:**

Users of Montana Chemical Dependency Center computers and computer equipment shall care for their equipment in a prudent manner consistent with Department of Administration and Montana Chemical Dependency Center guidelines.

## **PROCEDURE:**

To protect data in the event of power fluctuations or outages, a surge suppressor or UPS should be on all workstations. Non-computer equipment such as heaters and fans should not share the same surge suppressor as the computer.

NOTE: Most UPS's are not laser printer compatible. Be sure to read the documentation provided with your UPS.

Appropriate steps should be taken to give proper care and attention to computer hardware. All computer equipment is vulnerable; especially a keyboard, when coffee, pop, or any other liquid is spilled on it. Computer screens and keyboards should be cleaned periodically with a computer non-static cleaner. Foam cleaner should not be used on computer components. Care should be taken when positioning a computer in the work environment. The Information Systems Technician should be consulted for proper positioning of the hardware. Computers should be well ventilated. They should not be put in a position that covers the vent for the fan. Care should be taken when positioning the computer electrical cords. They should not be positioned near a heating element, under file cabinets, or in a manner that may be a hazard for walking. Monitor covers should not be used to cover the monitor when they are powered on. Users must not connect

